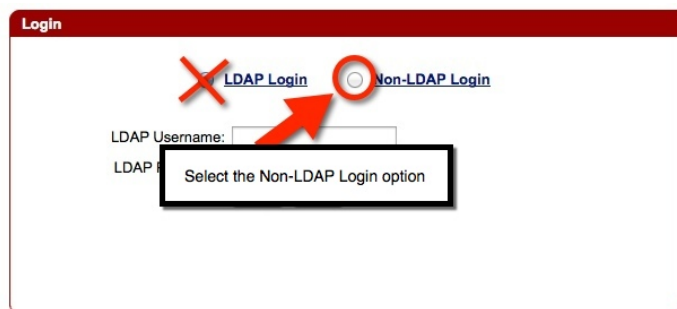


HOW TO COMPLETE LBNL GENERAL EMPLOYEE RADIATION TRAINING (GERT) ONLINE WITHOUT AN LDAP PASSWORD

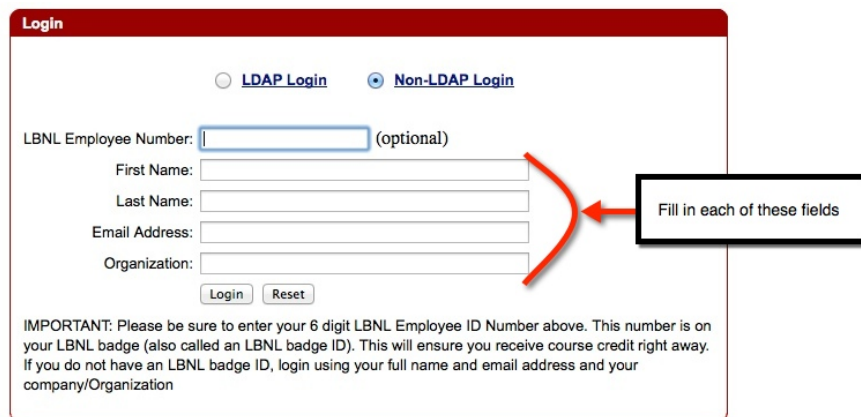
In order to complete General Employee Radiation Training (GERT) online without an LBNL Lightweight Directory Access Protocol (LDAP) password, you must do the following:

1. Go to <http://www.lbl.gov/ehs/training/webcourses/EHS0470/> and complete the training.
2. When you log in at the end of the training to obtain course credit, choose the “Non-LDAP Login” option (as shown below).



The screenshot shows the 'Login' page with two radio button options: 'LDAP Login' and 'Non-LDAP Login'. The 'LDAP Login' option is crossed out with a red 'X', and the 'Non-LDAP Login' option is selected with a red circle and an arrow. Below the options, there are input fields for 'LDAP Username:' and 'LDAP Password:'. A text box with the instruction 'Select the Non-LDAP Login option' has an arrow pointing to the 'Non-LDAP Login' radio button.

3. Complete the required information as shown below.



The screenshot shows the 'Login' page with the 'Non-LDAP Login' option selected. Below the options, there are input fields for 'LBNL Employee Number:' (optional), 'First Name:', 'Last Name:', 'Email Address:', and 'Organization:'. A red arrow points from a text box with the instruction 'Fill in each of these fields' to the 'First Name', 'Last Name', 'Email Address', and 'Organization' fields. At the bottom, there are 'Login' and 'Reset' buttons. A note at the bottom states: 'IMPORTANT: Please be sure to enter your 6 digit LBNL Employee ID Number above. This number is on your LBNL badge (also called an LBNL badge ID). This will ensure you receive course credit right away. If you do not have an LBNL badge ID, login using your full name and email address and your company/Organization'.

4. A message indicating that you completed the training will be sent to the e-mail address that you provided. This serves as your proof of completion.
5. If you need assistance, contact Berkeley Lab Training (training@lbl.gov) 510 (495-2228)